



# Town Council Agenda Report

**SUBJECT:** Resolution

**CONTACT PERSON/NUMBER:** Mark A. Kutney, AICP, 797-1101

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, EXTENDING THE BID FOR MISCELLANEOUS PLANNING SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

**REPORT IN BRIEF:** Staff requests Council approve the attached Resolution extending the continuing services agreement with CAS, which expires on April 1, 2000, for an additional year. The initial contract was for one (1) year with options to extend the contract for four (4) additional one (1) year terms by mutual agreement of the parties. This will be the second extension, leaving 2 one year renewals still available. The resolution also provides for future contract extensions, if appropriate, to be handled administratively by staff subject to budgetary approval by Town Council.

CAS has provided the Town with comprehensive planning services which include preparation of the Town's 1999 Transportation and Housing Elements of the Comprehensive Plan, a rental housing survey, and the Griffin Road Corridor Study which laid the groundwork for the Griffin Corridor Zoning District. The services of CAS will likely be required in the coming months to prepare the Town's Intergovernmental Coordination Element (ICE) which is the last of the new or updated plan elements required by law to implement the 1995 Evaluation and Appraisal Report of the Comprehensive Plan. Council has already approved a \$6,500 expenditure for the ICE, which was to be undertaken last year, but was delayed pursuant to State policy. The ICE element comes at a time when planning staff is working on an ambitious project list including code amendments and ultimately, a code rewrite. Therefore, CAS's services will be a valuable supplement to staff resources in the coming year.

**PREVIOUS ACTIONS:** Council extended the agreement for an additional year by Resolution R-99-123 on March 15, 1999 (motion carried 5-0).

**CONCURRENCES:** Craig A. Smith & Associates concurs with the one year extension pursuant to their letter of interest in continuing to provide the Town with planning services, attached.

**FISCAL IMPACT:**

Has request been budgeted?      yes

If yes, expected cost \$6,500 (for project anticipated to date)

Account Name: Development Services-Contractual Services

**RECOMMENDATION(S):** Motion to approve the Resolution.

**Attachment(s):** Resolution and letter of intent from CAS

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, EXTENDING THE BID FOR MISCELLANEOUS PLANNING SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town has previously awarded a bid for miscellaneous planning services by Resolution R-98-109 and extended for an additional year by Resolution R-99-123; and

WHEREAS, the Town and the contractor wish to exercise the option to renew the bid for an additional year; and

WHEREAS, after review, the Town Council wishes to extend the bid with Craig A. Smith & Associates through April 1, 2001.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. An extension through April 1, 2001 of the bid with Craig A. Smith & Associates for miscellaneous planning services is hereby accepted by the Town Council.

SECTION 2. The Town Council hereby authorizes the expenditure from the Development Services-Contractual Services Account.

SECTION 3. The initial contract was one (1) year with options to extend the contract for four (4) additional one (1) year terms by mutual agreement of the parties. This will be the second extension leaving 2 one year renewals still available. Future contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000

\_\_\_\_\_  
Attest:

MAYOR/COUNCILMEMBER

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000

## CRAIG A. SMITH & ASSOCIATES

CONSULTING ENGINEERS • PLANNERS • SURVEYORS • GRANTS ASSISTANCE

March 03, 2000

Mr. Jeff Katims, AICP  
Planning and Zoning Manager  
Development Services Department  
Town of Davie  
6591 Orange Drive  
Davie Florida 33314-3399

**RE: TOWN OF DAVIE  
RENEWAL OF AGREEMENT  
PROFESSIONAL PLANNING SERVICES  
CAS PROJECT NO. 98-0532**

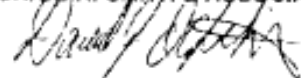
Dear Jeff:

As you are aware, on April 1, 1998, the Town Commission of the Town of Davie adopted Resolution No. R-98-109, authorizing the Mayor of the Town to execute an agreement with Craig A. Smith & Associates, Inc. (CAS) for miscellaneous professional planning services. During the past two (2) years, CAS has completed a number of professional planning work efforts (Griffin Road Corridor Study, Housing Element of the Town's Comprehensive Plan, Rental Housing Survey, and the Transportation Element of the Town's Comprehensive Plan, etc.), pursuant to the terms of this agreement. CAS is aware that the agreement between the Town and CAS is due for renewal in April, 2000. CAS has enjoyed working with the Town of Davie during the past two years and would greatly appreciate an opportunity to continue providing miscellaneous professional planning services for the Town. Therefore, by copy of this letter, CAS respectfully requests the Town of Davie renew the agreement between the Town and CAS, as originally executed April 1<sup>st</sup>, 1998.

If you should have any questions or are in need of additional information, please do not hesitate to contact my office immediately.

Sincerely,

**CRAIG A. SMITH & ASSOCIATES**



David J. Ofstein, AICP  
Senior Planner

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